

UNITED SERVICES AUTOMOBILE ASSOCIATION (USAA)
San Antonio, Texas

Job Description: Serves as a member of the USAA Financial Team by working in three of the four reporting units responsible for strategic financial planning, management, and execution of over \$3.0 billion. Participates in a wide variety of financial tasks in order to understand and gain exposure/experience into USAA's strategic financial operations, impacts, and best business practices for possible implementation into the Army's PPBES.

Internal Audit Objectives (15 Jul 02 to 17 Nov 02):

- Read and become familiar with the IA SOP Manual.
- Read and become familiar with IA literature in areas such as how to conduct audits, evaluation tools, and other professional development articles as deemed appropriate.
- Participate in the five-phase audit process: Report Writing, Planning, Field Work, Wrap-up, and Follow-up.
- Assist in conducting audits of the various lines of businesses with-in USAA.
- Attend professional development seminars/mandatory training as directed.

Corporate Finance Objectives (18 Nov 02 to 16 Mar 03):

- Debt and Liquidity ratio understanding.
- Company dividend policy and background.
- Net worth calculations.
- Probable Maximum Loss scenarios.

Corporate Plans, Financial Analysis, & Support Specific (17 Mar 03 to 15 Jul 03):

- Assist in the preparation and review of board briefings to include obtaining backup documentation for the CFO.
- Assist with or review documentation related to current BPE (business process engineering) efforts.
- Work with an analyst to review all functions performed for the companies and staff agencies.
- Assist with and review documentation prepared for the Corporate MBM (monthly business meetings) pre-brief and the CFO MBM briefing. Attend CFO MBMs.
- Attend Corporate Finance Committee (CFC) meetings.
- Review how we use ABC (Activity Based Costing) in our monthly reporting.
- Work with the company/staff agency analysts as they set guidance and build the strategic plan.
- Assist with benchmarking efforts, preparation of schedules/graphs, interactions with the CoSAs.
- Review plan document content and give input on its contents.
- Obtain an overview of the Integrated Financial Model and its current functionality and how it is set up.
- Work with one of the modeling team members during the monthly process.

- Sit in on any scenario building sessions held as part of the monthly process or planning process.
- Work with one of the modeling team members on a current development effort.
- Work with enterprise team to enhance ABC functionality in P&C.
- Assist with efforts to automate LOB ABC models.
- Overview of the entire planning process for both the enterprise and CoSAs.
- Assist with the preparation and review of the CEO's Report Package and Enterprise Scoreboard.
- Review and provide insight to the CSMT (Corporate Situation Management Team) manual and over all process.

Self Study Plan (15 Jul 02 to 17 Nov 02):

- Complete Module I, Certified Defense Financial Manager Examination.
- Write Article for Comptroller Magazine.

Self Study Plan (18 Nov 02 to 16 Mar 03):

- Complete Module II, Certified Defense Financial Manager Examination

Self Study Plan (17 Mar 03 to 15 Jul 03):

- Complete Module III, Certified Defense Financial Manager Examination